Principal’s Administrator and Clerk to the Board of Trustees  
(part-time, 0.6)

Job Profile

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Principal’s Administrator and Clerk to the Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Ridley Hall, Cambridge</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>The Principal</td>
</tr>
<tr>
<td>Hours:</td>
<td>60% fulltime equivalent (0.6)</td>
</tr>
<tr>
<td>Term:</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

Job purpose

To assist the Principal in ensuring effective provision of confidential, professional administrative and organisational support, including confidential email management. Acting as Clerk to the Board of Trustees; managing all board meetings including minute taking, and ensuring all Trustees are registered with the appropriate bodies. Providing wider administrative support through a range of tasks. The successful candidate will have a positive and mature outlook, be self-motivated and have the ability to work calmly under pressure.

Background

Ridley Hall is an Anglican theological college in the centre of Cambridge preparing men and women for leadership positions in the Church of England and other denominations. The vision of the College is to become a beacon of Christian learning and formation. We are guided by five core values: Excellence; Community; Graciousness; Innovation; Sustainability. We have approximately 130 students studying for degrees validated by Cambridge and Durham
Universities. The college buildings are home to approximately 40 staff and students, with the remainder on site during weekday working hours.

Key duties and responsibilities

**Administrative and organisational support to the Principal**

Provide a professional, efficient and courteous first point of contact for those wishing to be in touch with the Principal. Manage incoming emails for principal@ridley email address so that the principal can better deal with queries. Organise principal’s travel arrangements. Collate materials as required for meetings and edit documents where necessary. Assist the principal with researching and assembling information if requested.

**Clerk to the Board of Trustees**

Organise and manage all Trustee board meetings held both in person and virtually. Oversee registering of new Trustees and maintain correct records, including up-to-date contact details. Take minutes at all Trustee board meetings. Work as directed by Chair of Trustee Board on all Trustee matters, including matters of Governance and Patronage.

**College Calendar**

Produce the termly college calendar; ensure this it is sent out to all in the community in a timely manner. Update and re-post the calendar as appropriate.

**Secretarial support**

Provide secretarial support at occasional meetings.

**Ordinand Reports for Sponsoring Bishops**

To coordinate the annual production of reports written by pastoral tutors on each ordinand; producing a timeline, ensuring deadlines are met, formatting, gaining approval and sending out to appropriate persons.

**Visits to College**

Organise occasional visits to the College by DDOs, bishops and other visitors. Liaise with reception and other departments to ensure provision is made for visit requirements.

**Langham Scholar**

Working with the appropriate staff member at the Langham Partnership UK to organise provision for Langham Scholar visit – usually on an annual basis.

**Curacies**

To maintain accurate records of ordinand curacy searches, pass on information regarding potential curacy posts and brief the principal as requested on the status of ordinand’s search.
Married Accommodation
Provide occasional advice and relevant property information to incoming married students to assist with and support in their search for appropriate accommodation outside of College.

Manage additional email addresses
Manage and disseminate enquiries received through info@ridley email address and general enquiries form from the Ridley Hall website.

Records Management
To undertake annual records management for ordinand student files. Maintain confidentiality and adhere to data protection laws. To administer electronic student files and manage access.

General tasks
To undertake a variety of additional administrative tasks as appropriate for the role.

Person profile

Essential knowledge, skills and experience required for role

<table>
<thead>
<tr>
<th>Education &amp; qualifications</th>
<th>Educated to A-Level or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Experience of UK higher education and/or Church of England institutions would be desirable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialist knowledge &amp; skills</th>
<th>Advanced knowledge of Microsoft software packages and email systems</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Excellent keyboard skills</td>
</tr>
<tr>
<td></td>
<td>Excellent organisational, analytical and research skills</td>
</tr>
<tr>
<td></td>
<td>Ability to work with patience, tact and diplomacy</td>
</tr>
<tr>
<td></td>
<td>Ability to exercise complete discretion and confidentiality at all times</td>
</tr>
<tr>
<td></td>
<td>Understanding of Principal’s role as Head of House in context of theological education, the Cambridge Theological Federation and University of Cambridge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interpersonal &amp; communication skills</th>
<th>Highly literate – excellent verbal and written communication skills</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ability to work both on your own initiative and as an effective team member</td>
</tr>
<tr>
<td></td>
<td>Ability to work effectively with a range of individuals at different levels of the organisation both within and outside Ridley Hall, demonstrating a commitment to equality of opportunity.</td>
</tr>
</tbody>
</table>
### Relevant experience

At least three years’ recent administrative experience, ideally at a senior level

Experience of providing administrative assistance to a senior member of an organisation desirable

---

### Details of Employment

The Principal’s Administrator will be based at Ridley Hall, Cambridge CB3 9HG.

This is a part-time position. Anticipated working hours are 08.30am–16.30pm Tuesday, Thursday and Friday however, the College are open to discussing other possibilities to accommodate the successful candidate.

The role will attract a pro-rata salary of £28,000

Annual paid leave entitlement will be 5 working weeks pro rata, plus bank holidays.

Benefits include a Non-Contributory Pension Scheme, which provides contributions of 10% of gross salary. Lunch is provided free of charge in the dining room when the post holder is working in college during term time, but there is no obligation to make use of this.

---

### Applications

Applicants should send an up-to-date CV along with a covering letter setting out your reasons for applying to for the post and a statement of the way in which your skills and experience make you suitable for the post. Applications should be sent to pa@ridley.cam.ac.uk.

References will be sought after interview for the successful candidate.

The closing date for applications is Friday 12th November 2021.

Interviews will take place at Ridley Hall on Wednesday 17th November 2021.